

BOARD OF ASSISTED LIVING RESIDENCE ADMINISTRATORS
MINUTES OF MEETING
OPEN SESSION

August 27, 2009

The Open Session of the Board of Assisted Living Residence Administrators was called to order at 9:05 a.m. on the above date in Room 104, Rhode Island Department of Health, 3 Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meetings Law, so called, and other applicable sections of the General Laws of the State of Rhode Island as amended.

BOARD MEMBERS IN ATTENDANCE

Jean Costa
Catherine Davis
James Flanagan
Carol Hamel
Helene Soucy

BOARD MEMBERS NOT IN ATTENDANCE

Mark Lescault
Karen Peck

STAFF MEMBERS IN ATTENDANCE

Donna Valletta, Board Administrator

OTHERS IN ATTENDANCE

None

1. ESTABLISHMENT OF QUORUM

James Flanagan called the meeting to order at 9:05 a.m. A quorum was established at this time.

2. PRESENTATION OF MINUTES OF OPEN SESSION OF May 21, 2009

Mr. Flanagan presented the Minutes of the Open Session of May 21, 2009. On motion of James Flanagan, seconded by Carol Hamel, it was unanimously voted to accept the minutes as presented.

3. BOARD ADMINISTRATOR'S REPORT

Donna Valletta distributed a Board member listing to ensure the Department has accurate member information. Upon notification of a change of address, Donna Valletta will revise accordingly.

Donna Valletta distributed a draft copy of the Department's internal Checklist for Assisted Living Residence Administrator Application forms, for applicants By Examination and By Endorsement, for the Department to use during application reviews to ensure completeness and consistency. The Board discussed each checklist.

After discussion, it was agreed that the Board would require an applicant to provide 2 letters of recommendation. When the application checklists are finalized, they will be incorporated into a revised application form. It was unanimously voted to accept the checklists as presented with the modifications agreed upon.

Donna Valletta created a spreadsheet to capture the Administrator Training Hours to include the date, the department, number of hours, residence and administrator signature. It was unanimously voted to accept this spreadsheet and add it to a revised application form.

At this time, due to staffing and resource availability, revisions to the application form are on hold. When the application form is revised, it will include the checklist and spreadsheet. In the interim, the Board members may share this information with applicants. As such, Donna Valletta will provide the board members with copies.

4. ADJOURNMENT TO EXECUTIVE SESSION

On motion of James Flanagan, seconded by Carol Hamel, it was

unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(1) of the Rhode Island General Laws for discussion of job performance, character, physical or mental health of applicants for licensure and licensees and for discussion of investigatory proceedings relating to misconduct by applicants licensure and licensees, and investigatory proceedings regarding allegations of civil or criminal misconduct. The Open Session adjourned at 9:34 a.m.

5. RETURN TO OPEN SESSION FOR PRESENTATION OF RECOMMENDATIONS

James Flanagan called the Open Session back to order.

The Board reviewed and voted to approve five Assisted Living Residence Administrator applications: four applicants by Examination and one applicant by Nursing Home Administrator license.

The Board reviewed one case and voted the following action:

Case C09-375 – No Unprofessional Conduct

6. ANNOUNCEMENT

James Flanagan reminded the Board of the next meeting scheduled for Thursday, November 19, 2009 at 9:00 a.m.

7. ADJOURNMENT

On motion of James Flanagan, seconded by Jean Costa, it was unanimously voted to adjourn at 10:20 a.m.

Respectfully submitted by

Donna Valletta

Board Administrator